

Regular Meeting Minutes  
Ellendale Fire Company  
LOCATION CHANGE: Zoom Meeting  
March 3, 2021

**7:00pm – Regular Meeting**

**1. Call to Order**

At 7:00pm, the regular Town Hall meeting for March 3<sup>rd</sup>, 2021 was called to order by Kim Hughes

**2. Moment of Silence/ Pledge of Allegiance**

The decision was made to not hold this as this is a Zoom call.

**3. Roll Call**

Kim Hughes, President – Present; Virginia Weller, Vice President – Present; Tamara Skis, Secretary – Present; Aaron Moore, Treasurer – Present;

In Attendance: Craig Eliassen, Kim Koukaras, Gail Vincent, Bruce Von Goerres, Deborah Short

**4. Citizen Service Recognition**

No Citizens to recognize this month.

**5. Approval of Agenda**

Motion to approve the agenda – Virginia Weller. Second – Aaron Moore. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis. Motion carried by majority vote

**6. Reading & Approval of Minutes**

Motion to accept the February 3<sup>rd</sup>, 2021 minutes - Aaron Moore. Second – Virginia Weller. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Aaron Moore. Motion carried by majority vote.

**7. Treasurer's Report**

Motion to accept the Treasurer's Report – Tamara Skis. Second – Virginia Weller. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Aaron Moore Motion carried by majority vote.

**8. Police Chief's Report**

Motion to accept the submitted police report – Virginia Weller. Second – Aaron Moore. Roll call vote. Voting in favor of the motion: Virginia Weller, Tamara Skis, Aaron Moore, Kimberly Hughes. Motion carried by majority vote.



## 9. Old Business

- 9.1 Vacancy on Council – Still have a vacancy on council. Ms. Deborah “Debbie” Short has shown interest in filling the vacancy. Aaron Moore asked where she lived, and Kim Hughes confirmed that she lived on Willow Street, within town limits. Tamara Skis asked about the formality of the process. Kim Hughes advised that Ms. Short is not being elected, but rather appointed to fill the remainder of the term. Aaron Moore advised that Council should consider, as part of the Charter change, what to do in the event there are multiple people who may be interested in filling such vacancies. Motion to appoint Ms. Deborah Short to the Council to fill the remainder of Tanya Mann’s term – Aaron Moore. Second – Tamara Skis. Roll call vote. Voting in favor of the motion: Virginia Weller, Tamara Skis, Aaron Moore, Kimberly Hughes. Motion carried by majority vote. Upon appointment, Craig Eliassen swore Deborah Short into office.
- 9.2 Ingram Village Update (Entrance, Building, Zoning, Street Parking) – Kim Hughes received copy of the bond that was requested as well as the entrance permit. Kim Hughes advised that Beaver Properties attempted to strike a deal where the sidewalks would not have to be done to plan in exchange for adding sidewalks to another area not currently on the plan. Kim Hughes’ response was that we are asking them to complete the sidewalks to plan and that if there was an issue with them it should have been addressed at the time the engineers created the plan. Kim Hughes advised that since the on-street parking is only a deed restriction, Beaver Properties wanted to know if they could be permitted to sign and paint only one side of the street rather than both. Kim Hughes has requested that members of the Council who are associated with the fire company to please review with them to get their opinion. Craig Eliassen advised that what is in the plan should be adhered to and any changes should go through the same process that the original plan was put through. Kim Hughes advised that what they are talking about are deed restriction with no enforceability. A discussion was had to bring Craig Eliassen up to date on the conversations of the last year regarding the on street parking. Aaron Moore asked about the update on the Old State entrance, to which Kim Hughes advise that the permits had been pulled to start the work.
- 9.3 Comprehensive Plan Review Update – Aaron Moore had reached out Nicole Minnie to update the maps on the Comprehensive Plan. Aaron Moore had received the maps back and was able to share the update with Council, which was to ensure a parcel of land that had been unintentionally split between annexation phases was displayed in its entirety in only one phase.
- 9.4 Committee Updates (Public Works, Sunshine, Land Use, Festival, Tree Lighting, Parade, Youth Council) – Kim Hughes advised that for the past few years, the Town Council had partnered with Texas Roadhouse in Seaford to provide free meals to children. Kim Hughes received an email from Texas Roadhouse who were interested in restarting their giveaways, so she went ahead and applied for it. Tamara Skis advised that the Halloween drive-thru event went really well, and Chief Von Goerres concurred. Kim Hughes asked that the members who are involved in the Fire Department make a request to partner with them. Kim Hughes suggested April 3<sup>rd</sup>, 2021 and the rest of Council concurred with the time. Virginia Weller suggested a time of 2pm for the event. Motion to set a tentative date of April 3<sup>rd</sup> for the Easter giveaway, as long as the fire company is available and the Covid restrictions allow – Aaron Moore. Second – Virginia Weller. Roll call vote. Voting in favor of the motion: Virginia Weller, Tamara Skis, Aaron Moore, Deborah Short, Kimberly Hughes. Motion carried by majority vote.

Aaron Moore updated the Council on the fire company 100<sup>th</sup> Anniversary celebration. It will be pushed by another year due to the Covid restrictions. He explained that the 6 month intervals that had been originally used are unfair to the partners and vendors that have agreed to



participate due to the constant change in planning. Tamara Skis asked if the Council still wanted to pair with the fire company. Chief Von Goerres advised that he would like to still work with the fire company. Virginia Weller advised that she believed it was best to continue planning on partnering with the fire company. Motion to continue current planning for out 100<sup>th</sup> anniversary alongside the fire company and to change our date along with theirs – Tamara Skis. Second – Virginia Weller. Roll call vote. Voting in favor of the motion: Virginia Weller, Tamara Skis, Aaron Moore, Deborah Short, Kimberly Hughes. Motion carried by majority vote.

**9.5 Tabled - Charter Change Project**

- 9.6 Sidewalk/drainage issue at 311 Main St. – The Town had been provided a concept and plan by Century Engineering to address the drainage, which is scheduled to start within the month. They will be doing a shallow ditch along the railroad to redirect the water from 311 Main St. Deborah Short advised that the drainage ditch on Willow St also has its own problems and wants to make sure that it gets addressed if the water was to be redirected there.
- 9.7 Insight Homes Proposed Building Plans – Kim Hughes has forwarded the Council the plans from Vista, who did the engineering for Insight. What Insight is asking for is a variance on the front yard setbacks. Aaron advised that with the newly adapted R2 zoning, the variance is not needed. Aaron Moore advised that they need some approvals from the Council and will need to bring a definitive plan for the Townhouses.
- 9.8 Annexation – Aaron Moore advised that New Dale Acres on Old State Rd. The plans have been approved by Sussex County, but the Town has an opportunity to annex them in. Aaron Moore asked if it's possible for the Council to waive annexation fees for small parcels, as there are parcels that are not fully in Town. There are parcels on Pin Oak St and Wild Cherry St that can be annexed. Craig Eliassen cautioned against a slippery slope. Discussion was had around the limitations around the concept.

Special Meeting was set up for March 10<sup>th</sup>, 2021 at 6pm to discuss the annexation and fee schedule.

- 9.9 Tax Rate – Kim Hughes advised that the taxes vote last month inadvertently doubled the taxes for each home. Discussion was around the actual language needed to get intended tax rate. Motion to change the rate \$0.99 for everyone \$100 of 100% of Sussex County's 1974 assessed value – Aaron Moore. Second – Tamara Skis. Roll call vote. Voting in favor of the motion: Virginia Weller, Tamara Skis, Aaron Moore, Deborah Short, Kimberly Hughes. Motion carried by majority vote.
- 9.10 Sidewalk Installation Bids – Kim Hughes was waiting on one more bid to complete the three bids needed.
- 9.11 Wages/Salaries – Kim Hughes advised that in previous session, the Council did not decide whether or not wages were going to change. Motion to keep wages the same– Aaron Moore. Second – Virginia Weller. Roll call vote. Voting in favor of the motion: Virginia Weller, Tamara Skis, Aaron Moore, Deborah Short, Kimberly Hughes. Motion carried by majority vote.
- 9.12 Zoning Ordinance Update – Aaron Moore has updated the new R2 and R3 zoning and it's being written into the plan.

10. **New Business:** None

11. **Correspondence:** The Town received a letter from the Southern Grille to renew their outdoor dining permit. Kim Hughes wants to review what regulations have changed and requested more information that wasn't provided prior to the meeting.

Lenape Properties emailed to say that they are interested in annexing into the Town.

A lady from Lincoln emailed the Town that has a food truck and would like to set up her food truck to do a Feed the Community event. Craig Eliassen advised that we should require proof of liability insurance. Aaron Moore advised that if it is truly a community giveback event and that attendees would not be asked to pay, then he would be okay with waiving vendor fees, but would be willing to discuss sliding scale for anything that required payment. Tamara Skis wanted to discuss the restrictions related to outdoor gatherings. Kim Hughes advised that the Town would have to ensure that the vendor was adhering to current restrictions. Kim Hughes and Virginia Weller agreed with Aaron Moore. Tamara Skis asked for more information to make a decision.

12. **Recognition of Visitors:** None

13. **Executive Session:** None

14. **Adjournment:** Motion to adjourn— Aaron Moore. Second – Tamara Skis. Roll call vote. Voting in favor of the motion: Virginia Weller, Tamara Skis, Aaron Moore, Deborah Short, Kimberly Hughes. Motion carried by majority vote.

Meeting adjourned at 9:24 pm

Kim Hughes  
President

Oct. 13, 2021  
Date

Tamara Skis  
Secretary/Councilmember

Oct 12, 2021  
Date

Due to  
COVID